

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, July 20, 2009

CALL TO ORDER

The meeting began at 5:35 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Dave Thomas, Ed Comerford, and Ed Fuentes

City Staff: Human Resources Director Tami Yuki, Community Services Director Randy Schwartz and Fire Battalion Chief Joe Telles

Absent: Jeanne Garcia, and Anna Marie Jones

APPROVAL OF MINUTES

The minutes of May 18, 2009 were held over to the next meeting when more Personnel Board Members will be present.

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Current Recruitments

Human Resources Director Tami Yuki said that 188 applications were received for Public Safety Dispatcher; the minimum qualifications are a typing certificate and POST Dispatcher test certificate. Director Yuki said that at the present time there are 14 candidates that submitted their POST Dispatcher and typing certificates. Since the dispatcher test is being administered this week at the community colleges, Human Resources will accept POST test scores after the final filing date.

B. Extension of Eligibility List

Fire Battalion Chief Telles stated that the Fire Chief would like to extend the eligibility list for Firefighter for the following reasons:

- One Firefighter is anticipated to retire in February 2010
- At the present time two Firefighters are on disability leave/Workers' Compensation
- In this economy it's very expensive to recruit
- The Fire Chief is very impressed with two other candidates on the eligibility list

Personnel Board Member Comerford inquired if the candidates on the eligibility list were contacted to see if they were still available for hire. Fire Battalion Chief Telles replied that the two candidates have been contacted and were available and interested in the position.

Personnel Board Member Fuentes asked about the demographics of the applicant pool. Fire Battalion Chief Telles said that eligibility list contains all male, however there is diversity on the list based on their last names. Personnel Board Member Fuentes asked what are the current demographics in the Fire Department. Fire Battalion Chief Telles stated that there is one female paramedic of 34 employees. Fire Battalion Chief Telles said that the female applicant pool is limited; therefore it's very difficult to hire female candidates.

Director Yuki said the City of San Bruno uses a consortium called Firehire. Director Yuki said Firehire pre-screens the applicants so they have pass a written exam and an agility exam, and Firehire does a good job of having a diverse applicant pool.

Personnel Board Member Thomas said that it hasn't been the Board's practice to extend eligibility lists, however Personnel Board Member Thomas said that there is a need to extend the list. Personnel Board Member Thomas made a motion to extend the eligibility list for Firefighter until February 10, 2010 with the condition that only one person is hired of the eligibility list.

Director Yuki said if there is more than one vacancy for Firefighter; every person on the list would have to be interviewed before the eligibility list could be exhausted, and before we start another recruitment. Personnel Board Member Fuentes asked why can't the recruitment begin six months before an employee retires. Director Yuki replied that it depends if the employee actually retires and on how much notice the employee gives the department regarding her/his retirement date.

Personnel Board Member Fuentes said how we could say that there aren't other highly qualified female/minorities' applicants from February 2008 to February 2010. Personnel Board Member Fuentes said he has difficulty extending the eligibility list since the applicant pool as well as the Fire Department is not as diversified as he would like it to be. Director Yuki stated the applicant pool from Firehire is diverse. When we send out notices to the applicants, it's up to applicants to submit their applications to the City for consideration. Battalion Chief Telles stated that we did invite female applicants to the oral board, but they declined the invitation.

Personnel Board Member Fuentes made a motion not to extend the eligibility list for Firefighter. Personnel Board Member Comerford seconded the motion.

The eligibility list for Firefighter was not extended. The Personnel Board's direction is to start recruiting immediately for Firefighter in order to establish a new eligibility list.

C. Review Job Descriptions for Parks Services Division

1. Parks and Facilities Manager

Personnel Board Member Fuentes said Under "Knowledge of:" delete the word "contemporary". Under "Ability to" delete the word "English" Under "Physical Demands" add Reasonable accommodations language similar to Custodian job description. Under "Selection Guidelines" add "in accordance with applicable MOU provisions".

Personnel Board Member Comerford made a motion to approve the Parks and Facilities Manager with changes. Personnel Board Member Fuentes seconded the motion. The motion passed unanimously.

2. Field Supervisor

Personnel Board Member Thomas said Under "Physical Demands" add Reasonable accommodations language similar to that added in Parks and Facilities Manager. Personnel Board Member Comerford said Under "Supervision Received" delete "Maintenance Services Manager Parks" and add "Parks and Facilities Manager". Director Yuki said that "Supervision Received/Exercised" should be two paragraphs "Supervision Received and Supervision Exercised". Personnel Board Fuentes said add that this position is FLSA exempt.

Personnel Board Member Fuentes made a motion to approve the Field Supervisor with changes. Personnel Board Member Comerford seconded the motion. The motion passed unanimously.

3. Parks Maintenance Technician I/II

Director Schwartz said Under "Supervision Received" add "Depending on assignment may receive general direction from the Lead Maintenance Worker". Director Schwartz said Under "General Purpose" delete "Recreation Services" and also Under "Distinguishing Characteristics" delete "Recreation Services" Personnel Board Member Fuentes said Under "Ability to:" delete the word "English" Under "Physical Demands" add Reasonable accommodations language similar as to Parks and Facilities Manager.

Personnel Board Member Fuentes made a motion to approve the Parks Maintenance Technician I/II with changes. Personnel Board Member Comerford seconded the motion. The motion passed unanimously.

4. Lead Maintenance Worker

Personnel Board Member Thomas said Under "Physical Demands" add Reasonable accommodations language similar as to Parks and Facilities Manager. Personnel Board Member Fuentes said that "Public Works" should be changed to "Public Services" Personnel Board Member Comerford said Under "Physical Demands" change "talk or hear" to "talk and hear".

Personnel Board Member Comerford made a motion to approve the Lead Maintenance Worker with changes. Personnel Board Member Fuentes seconded the motion. The motion passed unanimously.

5. Parks Maintenance Worker I/II

Personnel Board Member Thomas said Under "Physical Demands" add Reasonable accommodations language like all the other job descriptions.

Personnel Board Member Fuentes made a motion to approve the Parks Maintenance Worker I/II. Personnel Board Member Comerford seconded the motion. The motion passed unanimously.

6. Custodian I/II

Personnel Board Member Thomas said Under "Selection Guidelines" add "In accordance with applicable MOU provisions".

Personnel Board Member Comerford made a motion to approve the Custodian I/II. Personnel Board Member Fuentes seconded the motion. The motion passed unanimously.

D. Board Members' Comments

Director Yuki said the list of vacant positions is short; a number of positions have been eliminated in the budget. Personnel Board Member Fuentes asked if there is a job freeze in the City. Director Yuki said if there is a vacant position in the City, the position would be filled on a case by case basis.

Personnel Board Member Comerford asked what is the reason that the Management Analyst position is frozen and 3 Public Works Maintenance Worker positions will be filled. Director Yuki said that the Maintenance Worker positions were frozen before the budget passed. After the budget the 3 positions will be filled. Personnel Board Member Thomas said that the Maintenance positions might be funded by the Enterprise Fund.

Personnel Board Member Fuentes asked if Jim O'Leary's position would be filled. Director Yuki said that as far as she knows there has not been any plans to fill the position. Director Yuki stated Jim O'Leary is working on a part time basis.

ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Marie Fir
Secretary